

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE:	ENVIRONMENTAL HEALTH PROGRAM MANAGER
CLASS CODE:	3011
FLSA STATUS:	NON-EXEMPT
SUPERVISORY STATUS:	LEAD
EFFECTIVE DATE:	02/10/2011 (REVISED 04/19/2006 VERSION)
DEPARTMENT:	HEALTH

JOB SUMMARY

Under general direction of a Division or Bureau Director-Environmental Health, performs professional work as a licensed Environmental Health Scientist and coordinates operations of assigned programs such as Swimming Pools, Tanning, Body Art, Water Quality, School Inspections, Solid/Hazardous Waste, and Food Service.

ESSENTIAL FUNCTIONS

Serves as an expert resource in assigned program(s); makes recommendations for program needs and changes including setting fees for service; recommends policies, procedures, and regulations; prepares statistical information and other reports.

Provides training to ensure consistency in implementing policies, procedures, rules, and regulations; monitors the work of assigned personnel to ensure program needs are met and to provide input for performance evaluations.

Develops geographical areas for inspection assignments; ensures coverage of scheduled work and unforeseen events; audits inspections and enforcement actions taken for accuracy and to identify training needs.

Interacts with state, federal, and local agencies; represents the Health Department on various committees and boards.

Provides specialized training on environmental health topics; develops and updates courses, presentations, newsletters, pamphlets, and brochures.

Inspects food establishments in assigned areas using established protocol; inspects temporary food establishments and temporary mass gatherings as assigned; issues written orders and/or closes establishments for non-compliance as needed.

Reviews and approves plans for the construction, remodeling, and remediation of facilities and sites and responds in writing; under supervision of the Division Director-Environmental Health, reviews variance requests and responds in writing.

Recommends when to hold administrative hearings and represents the Health Department at said hearings.

Performs physical inspections of public pools; provides ongoing consultation with owners and operators regarding public pool water chemistry and water quality.

Performs onsite evaluations to determine the suitability for onsite wastewater disposal systems; performs soil evaluations to determine United States Department of Agriculture (USDA) soil classifications; reviews and approves third party designs of onsite wastewater disposal systems.

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Conducts loan clearance investigations to determine functionality of existing onsite wastewater systems and drinking water quality.

Provides consultation on the installation of septic systems and inspects the same for correct installation, proper use of materials, and layout.

Performs Underground Storage Tank (UST) inspections including installation, closure, and leak inspections of active and inactive sites.

Collects water samples from private wells to determine compliance with drinking water standards.

Performs sanitary surveys of public drinking water systems to determine compliance with public drinking water standards; prepares and submits public water system reports and recommends improvements and repairs.

Assists in the development and direction of policies governing the work of assigned programs and in the implementation of standards, regulations, and goals. Assists in budget preparation.

Responds to public health emergencies as required by department or division administration; carries provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home.

ADDITIONAL DUTIES MAY INCLUDE

Acts temporarily as the director at the request of the Division Director-Environmental Health and in his/her absence and the absence of the Bureau Directors-Environmental Health, coordinating decisions with Health Department administration.

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive Knowledge and Understanding of: current health codes and other laws, regulations, and guidelines related to environmental health; design and function of equipment and facilities common to environmental health.

Skill in: reading, writing, and basic math; using computer software programs; preparing accurate and complete reports; written and oral communication.

Ability to: develop and maintain cooperative working relationships with those contacted during the course of work activities; effectively lead and train others and evaluate performance; respond to agitated, angry or otherwise upset individuals in a professional manner; make decisions and solve problems under pressure; develop and present educational courses.

PHYSICAL DEMANDS

Regularly: walks, stands, and stoops; lifts or otherwise moves objects weighing up to 30 pounds; drives a motor vehicle; works for sustained periods of time maintaining concentrated attention to detail; distinguishes between shades of color.

Occasionally: lifts or otherwise moves objects weighing up to 50 pounds; ascends or descends ladders, ramps, or rough terrain.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

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WORKING CONDITIONS

Work is regularly performed in environmentally controlled buildings but is performed outdoors periodically and occasionally in hot, cold, or inclement weather. Work may expose incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation and to contagious or infectious diseases or hazardous chemicals. Work occasionally requires the use of protective devices such as masks, goggles, and gloves. Work occasionally exposes incumbent to equipment or tools and other environmental elements which have the potential to cause bodily injury. Work occasionally exposes incumbent to angry or otherwise upset individuals.

EDUCATION AND EXPERIENCE

A completed bachelor's degree from an accredited college or university that includes 30 semester hours in the natural sciences or a closely related field and four (4) years of experience as a licensed Environmental Health Scientist. Equivalent combinations of education and experience may also be considered. Preference may be given to applicants with supervisory or lead experience.

LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS

Selected applicants may be subject to a background check. Applicant must possess and maintain a valid State of Utah driver's license and licensure through the State of Utah as an Environmental Health Scientist. Applicant must possess and maintain a minimum of three certifications in an environmental health field, and upon selection, obtain during the first year of employment in the position and thereafter maintain, certifications required for his/her assigned program(s) as identified by the department.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.